

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**November 13, 2008**

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<b>TITLE:</b>	Accounting/Medical Billing Technician
<b>POSITION NO:</b>	09757
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 4
<b>STARTING SALARY:</b>	\$23,857 - \$29,821 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 28, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs).

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position maintains various database systems to record, verify, analyze, and reconcile correct information about scientific and public health testing results; posts, reviews, and reconciles payments received, all within a timely matter, and provides information to customers regarding status of billing/payments (which may require research); and provides a variety of administrative and clerical duties in support of the Public Health and Environmental Laboratories. All duties are performed in accordance with HIPAA to ensure the confidentiality of all laboratory test results. The incumbent is responsible for submission of billing information to the general public, health care providers, and Medicaid and Medicare.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of medical claims and billing practices; budgeting and accounting principles; benefits coordination; medical referral process; business communications; records management; customer service standards; office management and coordination including operational and program planning; quality assurance methods; contract monitoring; program policies/procedures; and accounting, resource management. Knowledge of ICD-9 and/or CPT coding is preferred.

**Skills:** Skill in operation of standard office equipment and software, such as Word and Excel; compiling, analyzing, reporting, interpreting and responding to specialized information requests; and excellent oral and written communication.

**Abilities:** Ability to work accurately; attention to detail; organize procedures; apply and follow rules, policies and procedures; and maintain effective records and communications.

**EDUCATION/EXPERIENCE REQUIRED:** One year job-related college or vocational training **AND** one year job-related work experience in accounting and medical office billing. Direct accounting/medical billing experience may substitute for the education on a year-for-year basis. Associate degree in Accounting is preferred. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview; and**
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Accounting/Medical Billing Technician  
Position #: 09757  
Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Your responses should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your medical billing or related education and experience including types of databases used for work.
2. Please describe your accounting or related education and experience including reconciliation experience.